

City of Hartford EEO / Affirmative Action Requirements

**A. *EQUAL EMPLOYMENT OPPORTUNITY AGREEMENT AND
CERTIFICATE PURSUANT TO THE EXECUTION OF A CONTRACT
WITH THE CITY OF HARTFORD, CONNECTICUT***

This agreement and Certificate shall form a part of and be deemed attached to all contracts or purchase orders between the City of Hartford or its Agent and the undersigned.

(Name of Contractor/Vendor)

(Address of Contractor/Vendor)

Each contractor, subcontractor and supplier subject to the provisions of Section "Chapter 2, Article X" will execute the "Agreement And Certificate Pursuant To The Execution Of A Contract With The City Of Hartford, Connecticut", prior to the execution of any binding agreements.

Equal Employment Opportunity Clause

The Contractor shall comply with all the following provisions of the Equal Employment Program.

During the performance of this contract, the Contractor agrees to the following:

1. Each Contractor will comply with all provisions of Executive Order No. 11246 and Executive Order No. 11375, Connecticut Fair Employment Act, the Vocational Rehabilitation Act of 1973, including all standards and regulations which are promulgated by the government authorities which established such acts in said requirements, and all standards, and regulations incorporated herein by reference.
2. The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, age, sex or national origin or physical or mental handicap, religion and sexual orientation. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated, during employment, without regard to their race, creed, color, age, sex, national origin or physical or mental handicap, religion and sexual orientation. Such actions shall include, but not be limited to, the following Employment, Upgrading, Demotion, or Transfer, Recruitment or Recruitment Advertising, Layoff, or Termination; Rates of Pay or other forms of compensation; and Selection for Training, including Apprenticeship.

The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

3. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive considerations for employment without regard to race, creed, color, age, sex, national origin or physical or mental handicap, religion and sexual orientation.

4. The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice advising the labor union or workers' representative of the contractor's commitments and shall post copies of the notice in conspicuous places available to employees and applicants for employment. Copies will be maintained by Contractor and furnished Owner or his Agent, as requested. (Attachment 1)
5. In the event of the Contractor's noncompliance with the nondiscrimination and equal employment clauses of this contract, this contract may be canceled, terminated or suspended in whole or in part with no penalty on the Owner or his Agent.
6. The Contractor will furnish all information and reports required by Executive Order No. 11246, dated September 24, 1965, the Vocational Rehabilitation Act of 1973, and by the rules, regulations and orders of the Secretary of Labor, pursuant thereto, and will permit access to his books, records and accounts by the Contracting Agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders. All records must be retained for a period of 3 years following the completion of work and shall be available at reasonable times and places for inspection by authorized representative of the Owner.
7. The Contractor will include the provisions of paragraphs (1) through (6) in every subcontract or purchase order. Such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the Owner may direct as a means of enforcing such provisions.
8. The Contractor will furnish all information and reports required by the Contract Compliance Officer or the _____, and will permit access to his books, records and accounts by the Contract Compliance Officer for purposes of investigation to ascertain compliance to the Affirmative Action Program.
9. The Contractor will designate a person to handle affirmative action matters for the company who will have the responsibility for assuring compliance to the provisions of "Chapter 2, Article X" and the "Greater Hartford Affirmative Action Plan".
10. The Contractor will contact the business agent for the labor unions with whom he has an agreement and request minority persons be referred for work on this project. Documentation of such contracts will be maintained and furnished to the Owner or his Agent as they occur. The Contractor will take every possible measure to insure that minority persons are referred by the union and are employed on this project.
11. The Contractor and his subcontractors will make such E.E.O. manpower reports as required and will attend all review meetings.
12. Prior to awards of subcontractors or purchase orders for this work, the Contractor will conduct informal meetings with interested MBE/WBE suppliers and contractors for the scope of the work to be awarded. Documentation of such contracts must be maintained and furnished to the Owner or his Agent as they occur. (GHAAP - Sec. 9)
13. The Contractor will submit his company's written affirmative action program to the City of Hartford Contract Compliance Officer. The program will be subject to the review and approval of the Contract Compliance Officer (GHAAP - Sec. 9).

14. "The Contractor assures that no less than 15% of the total project work hours, by trade, be worked by minority tradesworkers".
15. The Contractor will become signatory to the "Greater Hartford Affirmative Action Plan" and require all subcontractors, vendors and labor referral organizations to comply with Section "Chapter 2, Article X" of the Municipal Code.
16. The Contractor or his designee shall volunteer for service on Joint Apprenticeship Committees, and the Administration Committee of the Greater Hartford Affirmative Action Plan and shall require their subcontractors to do the same as appropriate.
17. "The Contractor agrees to participate in a Hartford Resident training program approved by the Court of Common Council". It is further agreed that prior to the formalization of any contractual agreement, that the contractor will enter into a specific agreement with the designated City staff to outline the activities of this training program in relation to the scope and nature of the project".
18. The Contractor shall require any subcontractors and vendors to submit their company written Affirmative Action Program to the Contract Compliance Officer, upon request. The program will be subject to the review and approval of the Contract Compliance Officer.
19. The Contractor shall require their subcontractors or vendors to advise the Contract Compliance Officer as to the opportunities for employment within the vendor's or subcontractor's organization.

CERTIFICATION OF NONSEGREGATED FACILITIES

Contractor certifies that it does not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not permit its employees to perform their services at any location under its control, where segregated facilities are maintained. It certifies further that it will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it will not permit its employees to perform their service at any location, under its control, where segregated facilities are maintained. Contractor agrees that a breach of this Certification is violation of the Equal Opportunity Clause of this contract. As used in this Certification, the terms "segregated facilities" means any waiting rooms, work areas, restrooms, and wash rooms, restaurants, and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are, in fact, segregated on the basis of race, creed, color, age, national origin or physical or mental handicap, religion and sexual orientation because of habit, local custom otherwise. Contractor further agrees that (except where it has obtained identical certifications from proposed subcontractors for specific time periods) it will obtain identical certifications from proposed Subcontractors prior to award of subcontracts, that it will retain such certifications in its files.

B. **CONTRACTORS AGREEMENT TO NOTIFY CITY OF HARTFORD,
OFFICE OF HUMAN RELATIONS
OF ALL JOB OPENINGS OCCURING DURING PENDACY OF THIS PROJECT**

CITY PROJECT NAME/CONTRACT NUMBER

My organization understands and agrees that failure to meet the requirements of the City of Hartford's Affirmative Action Program as mandated through Federal Regulations or Municipal Ordinance, may preclude such organization from providing goods and/or services to the City of Hartford through contractual agreement. The organization further understands and agrees to review and monitoring procedures as mandated by Federal Regulations or Municipal Code in regard to the determination if such organization is complying therewith. This agreement will be deemed a part of any contractual agreement entered into between the City of Hartford and the above named organization.

The organization understands and agrees that for employment openings located in the Hartford Labor Market Area it must advise the City of Hartford, Office of Human Relations in writing as to all employment opportunities as they become available.

Indicate jobs that are currently vacant or anticipated to be unfilled during the period of Certification. Completion of this form in no way alleviates the Contractor's ongoing responsibility to notify the City of Hartford, Office of Human Relations of job vacancies as they become available for the Contractor or any of the Contractor's Sub-Contracts.

Upon identification of currently vacant or anticipated jobs, the City of Hartford, Office of Human Relations will work with the Contractor in order to help the Contractor identify qualified minority and female applicants.

SUGGESTED FORMAT

Contact Person: _____ Telephone: _____

Number of Positions Available under this Job Classification: _____

Position: _____ Salary: \$ _____

Qualifications: _____

Duties: _____

Opening Date: _____ Closing Date: _____

C. *AFFIDAVIT FOR BECOMING SIGNATORY
TO THE
"GREATER HARTFORD AFFIRMATIVE ACTION PLAN"*

I, _____, being duly sworn do depose and say:

Name of Organization _____

Address _____

Official Capacity of Signatory _____

1. I am an official of the following organization and I am authorized to submit this affidavit for and on behalf of my organization, thereby binding it to the terms and statements contained herein.
2. My organization hereby agrees and certifies as a condition of participating on construction projects of the City of Hartford, that it will not practice discrimination in regard to minority group individuals and women and will eliminate any continuing effects, if any, of past discrimination.
3. My organization hereby acknowledges its agreement with the intent, purpose and scope of the Greater Hartford Affirmative Action Plan adopted pursuant to Section 2-626 et seq. of the Municipal Code of the City of Hartford, and will make a good faith efforts to comply with its provisions.
4. The organization hereby agrees to comply with the contractual, responsibilities regarding Minority/Female tradesworkers participation, of City of Hartford projects.
5. My organization hereby agrees to comply with all terms provided in the City of Hartford EEO / Affirmative Action requirements.

CITY PROJECT NAME/CONTRACT NUMBER

SIGNATURE OF OFFICIAL

Subscribed to and sworn to before me this _____ day of _____, 20

(Check appropriate box)

() Commissioner of Superior Court

() Notary Public